

QUESTIONS AND ANSWERS

GARDENING, POOL CLEANING AND TENNIS COURT MAINTENANCE SERVICES

SDR860-14-Q-0008

JULY 23, 2014

- 1. LOS METRAJES QUE FIGURAN EN EL CUADRO 1.1.1. DE LA SECCION 1, PAGS. 4 Y 5, SE REFIEREN A AREAS VERDES, AREAS VERDES MAS AREAS PAVIMENTADAS O LA TOTALIDAD DE LA PROPIEDAD? (Does the information shown in table 1.1.1. of section 1 [pages 4 & 5] refer to green areas, green areas plus paved areas, or the entire property?)**

The information refers to the entire property.

- 2. SEGÚN LA PAGINA 2 DE LA SECCION 1, LOS TAS (TEMPORARY ADDITIONAL SERVICES) SE MIDEN EN FUNCION DEL COSTO MANTENIMIENTO POR M2? COMO SE MIDEN DICHAS ACTIVIDADES PARA FINES DE FACTURACION? (According to page 2 of section 1, the TAS [Temporary Additional Services], are the measurements according to the maintenance cost of M2? How are the activities measured for the billing purposes?)**

The Contracting Officer's Representative (COR) will define the proposed TAS to be performed. Then, the contractor and the COR will determine the size of the TAS and thus the number of square meters to be charged.

- 3. LAS SIGUIENTES ACTIVIDADES SE PUEDEN CONSIDERAR COMO "TEMPORARY ADDITIONAL SERVICES"? (Are the following activities considered "Temporary Additional Services?"**

- REPOSICIONES DE ARBUSTOS, PALMAS Y ARBOLES POR DAÑOS CAUSADOS POR FACTORES EXOGENOS Y AJENOS A LA RESPONSABILIDAD DEL CONTRATISTA? (Replacements of damaged shrubs, palms, and trees caused by exogenous factors and for which the contractor is not responsible?)**

Temporary Additional Services are services that are defined as Standard Services but are required at times other than the normal workday.

- PODAS PREVENTIVAS ANTE AMENAZAS DE FENOMENOS ATMOSFERICOS EN LA QUE SE REQUIERA PERSONAL Y RECURSOS EXTRA? (Preventative pruning before atmospheric threats requiring both personal and extra resources?)**

Temporary Additional Services are services that are defined as Standard Services but are required at times other than the normal workday.

- 4. QUIEN SE ENCARGA DE LA OPERACIÓN, REPARACION Y MANTENIMIENTO DE LOS SISTEMAS DE RIEGO? (Who is responsible for the operation, repair, and maintenance of the irrigation systems?)**

As described in Section 1.3, The Contractor shall provide all hoses, portable sprinklers, and other similar irrigation equipment. For any underground or permanently installed equipment, Embassy personnel are responsible for the maintenance.

5. **LA EMBAJADA VA A PROVEER ALGUN ESPACIO DE ALMACENAMIENTO DE EQUIPOS, MAQUINARIAS, HERRAMIENTAS, PRODUCTOS QUIMICOS Y/O SUMINISTROS EN LAS DISTINTAS INSTALACIONES? (Will the Embassy provide space on the premises for the storage of equipment, machinery, tools, chemicals, and/or supplies at each location?)**

Yes, there is limited space on each property for the storage of items.

6. **EL CONTRATISTA DEBE RECOLECTAR LA BASURA Y DEPOSITARLA EN UN LUGAR AUTORIZADA POR LA EMBAJADA. ES RESPONSABILIDAD DEL CONTRATISTA LA DISPOSICION FINAL DE LA BASURA FUERA DE LAS INSTALACIONES DE LA EMBAJADA? (The contractor should collect the trash and place it in a place authorized by the Embassy. Is it the contractor's responsibility to handle the final disposition of the garbage outside of the Embassy facilities?)**

Please refer to sections 1.3.1.5 and 1.3.2.2.

7. **LOS EMPLEADOS DEBEN LLEGAR Y RETIRARSE UTILIZANDO EL UNIFORME? O EXISTE EN CADA UNA DE LAS INSTALACIONES ALGUN LUGAR PARA QUE LOS EMPLEADOS PUEDAN VESTIRSE Y ACEARSE? (Should the employees arrive and leave wearing their uniforms? Or will there be a place in each facility where they can change into and out of their work clothes?)**

There is a space at each facility where contractor employees can change their clothes.

8. **LA EMBAJADA SUMINISTRA ALMUERZO AL PERSONAL O ES RESPONSABILIDAD DEL CONTRATISTA? (Does the Embassy provide lunch for the staff or is that the responsibility of the contractor?)**

It is not the responsibility of the Embassy.

9. **EXISTE ALGUN LUGAR HABILITADO EN CADA UNA DE LAS INSTALACIONES DE LA EMBAJADA PARA QUE EL PERSONAL PUEDA ALMORZAR? (Is there a place in each of the Embassy facilities where the staff can eat lunch?)**

Yes.

10. **HAY ALGUN LUGAR DISPONIBLE EN LAS DISTINTAS PROPIEDADES DE LA EMBAJADA PARA INSTALAR UNA COMPOSTERA PARA EL RECICLAJE DE LOS DESECHOS DE JARDINERIA? (Is there an available place on the Embassy properties to install a composter to recycle the gardening waste?)**

No.

11. LOS CARNET O DOCUMENTOS DE ACREDITACION QUE EMITE LA EMBAJADA PARA EL PERSONAL DEL CONTRATISTA TIENEN ALGUN COSTO? (Is there a cost for the accreditation card/documents issued by the Embassy for the contractor personnel?)

No.

12. NO VEMOS EN EL RFQ NINGUNA ESPECIFICACION DE MANTENIMIENTO DE PLANTAS INTERIORES, TAMPOCO PUDIMOS OBSERVAR PLANTAS INTERIORES EN EL RECORRIDO DEL MIERCOLES 9 DE JULIO. EL CONTRATO FINAL INCLUYE EL MANTENIMIENTO DE PLANTAS INTERIORES QUE NO ESTAN EN EL RFQ? (We didn't see in the RFQ any specification about maintenance of indoor plants, nor could we observe the indoor plants in the tour on July 9th. Will the final contract include the maintenance of the indoor plants?)

No.

13. EXISTE ALGUNA REGULACION DE HORARIO PARA EL USO DE MAQUINARIAS DE JARDINERIA QUE PUEDAN PROVOCAR RUIDO? (Is there some kind of regulated schedule for when noisy gardening machinery can be used?)

Please refer to Section 1, Part 2, Working Hours.

14. QUE TIPO DE EQUIPOS DE COMUNICACIÓN PUEDE USAR EL PERSONAL DEL CONTRATISTA? RADIO, CELULAR O NINGUNO? (What kind of personal communication equipment is the contractor permitted to use? Radio, cellular or nothing?)

The contract employees will be allowed to carry cell phones.

15. Se debe incluir la limpieza y el mantenimiento de la entrada principal, área exterior, aceras y calles de la Nueva Embajada? (Should the cleaning and maintenance of the principal entrance, area outside the wall on the street side, sidewalks and streets of the New Embassy be included?)

For the NEC, the contract shall include the cleaning and maintenance of the principal entrance but not the area outside the wall on the street side, the sidewalks or the public streets.

16. Se debe incluir la limpieza y recogido de basura del área exterior, aceras y calles de la Cancillería? (Should the cleaning and picking up of the trash of the outside area, sidewalks and streets of the Chancery be included?)

For the Former Chancery, the contract shall include the cleaning and maintenance of the area immediately outside the wall on the street side, but not the sidewalks or the public streets.

17. Can we deliver our proposal in electronic format? (Es posible entregar la propuesta en un formato electrónico?)

No. Please read the letter at the beginning of the solicitation package for instructions.

18. Where should we deliver our proposal? (Dónde debemos entregar nuestra propuesta?)

Please deliver your proposal to the back entrance of the New Embassy Compound, located on Carretera Isabela.

19. **Where will all documents (meeting notes, Q&A)be posted?** (Dónde se van a publicar todos los documentos [los apuntes, preguntas, y respuestas?])

All documents will be posted on the same site where the original solicitation was posted:

http://santodomingo.usembassy.gov/contracts_for_bids.html

20. **At the NEC, does the contract include cutting/cleaning the grass on the street side of the wall?**

(Incluye en el contrato de NEC cortar/limpiar la hierba al lado de la calle fuera de la pared?)

No.

21. **At the NEC, does the contract include cleaning the gravel on the street side of the wall?**

(Incluye en el contrato de NEC la limpieza de la grava al lado de la calle fuera de la pared?)

No.

22. At the DCMR, does the contract include cutting/cleaning the grass on the street side of the wall?

(Incluye en el contrato de DCMR cortar/limpiar la hierba al lado de la calle fuera de la pared?)

Yes.

23. **At the former Chancery, does the contract include cleaning the parking lot?** (En la ubicación

de la cancillería anterior, el contrato incluye la limpieza del estacionamiento?)

Yes.

24. **The square meters offered on document are landscape, hardscape, or both?** (Los metros

cuadrados en el documento son paisajes, elementos sólidos, o los dos?)

Both.

25. **In section 3, Solicitation provisions, appendum to 52.212-1, instruction number A.2-3, what kind of evidence can I provide? a telephone bill, a representation card, or what is prefered by you?** (En la tercera sección, las disposiciones de litación, addendum a 52.212-1, instrucción número A.2-3, qué tipo de evidencia puedo proveer? Es preferible una factura de teléfono, una tarjeta de representación, o otra forma de evidencia?)

The Embassy would like to see evidence that the company is officially registered under the laws of the Dominican Republic.

26. **In the form "Solicitation for commercial items" it says that offerors should fill blocks 12,17,23,24 and 30 and on "Solicitation provisions, appendum to 52.212-1" it says that blocks 12,17,19-24, and 30 should be filled. Which one of those is correct? What am I supposed to fill**

as offeror? (En la forma de “Solicitud de artículos comerciales” se dice que los oferentes deben llenar bloques 12, 17, 23, 24, y 30 y en la forma de “Provisiones de Solicitud, appendix a 52.212-1” se dice que los bloques de 12, 17, 19-24, y 30 deben estar llenado. Qué versión es correcto? Qué debo llenar como oferente?)

Please complete blocks 12, 17, 19-24, and 30.

27. **For turf repair and reestablishment, Should we include the landscape as a whole or only the lawn area?** (Para la reparación y restablecimiento del césped, debemos incluir el paisaje en su conjunto o solo la zona del césped?)

Turf repair, where applicable in the requirements document, shall apply to the landscape as a whole.